# DAX 2010 Lite
# Option 1 Training Webinar

**September 15, 2010**
**1:00 pm CT**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. After the presentation we will conduct a question and answer session. To ask a question, please press star 1. If you need operator assistance, please press star 0.

Today's conference is being recorded. If you have any objections, you may disconnect at this time. I will now introduce today's conference leader, Ms. Michele Renshaw. Ma'am, you may begin.

Michele Renshaw: [**Title Slide**] Hello. Thank you and welcome everyone. The webinar for today is for the CRA DAX 2010 Lite Option 1 Training. So if you are not using Option 1, you probably do not need to be on the webinar and you should be joining for next week's presentation. But I want to welcome everyone and thank you for your participation in our DAX 2010 exercise.

I have several of my colleagues in the room today, so when we have questions they may be jumping in to help answer them near the end of the presentation. So we're going to go ahead and get started.

[**Slide 2**] For today's agenda, because this is considered a training webinar, we have learning objectives, things that we hope everybody comes away with and knows how to do. We're going to go over the background of CRA and the exercises for those who have not done this in the past, to get into some more detail about Option 1, what it is and do some training on it, which will be minimal. Again, during the question and answer segment, if anyone wants us to repeat anything or go into more depth, please just ask us and we'll be more than happy to do so.

And then we have some action items that you all are going to need to do to be prepared for our exercise next month, and we'll also go over what’s upcoming. We are going to have another webinar next month as well and of course the exercise, and as always, if you have any questions we will attempt to answer them.

[**Slide 3**] So the learning objectives for today are to understand the procedures for setting up your project area, review the guidelines for reporting aggregate data, to understand the process and the technical considerations around the Option 1 for CRA, for everyone to gain an awareness of the steps for submitting the aggregate count data. We're going to go through those in detail.

And also, some of you - and this was something that happened last year with H1N1 event - had providers who actually sent in aggregate forms and because of that, there is some potential quality control issues and we're going to just touch on that just very briefly. Again what we'll probably will do with that is wait until our question and answer period. If anyone is expecting that they’re going to have provider forms, we'll go into that in more detail, so you let us know and we'll do that at that time.

[**Slide 4**] Okay. Just again for those who may be new to the CRA (Countermeasure and Response Administration) system, we try to do these exercises on a yearly basis, so everyone keeps engaged and of course, I think it was really beneficial because last year when we had a real event, everyone was prepared to use the system.

Originally the system was developed by the CDC as the national strategy for Pandemic Influenza Implementation Plan calls for monitoring the appropriate use of the scarce pandemic influenza vaccine. So as a result, the CRA system was created to help in that need.

Again we had exercises in the 2007/2008 flu seasons to support those who administered for pandemic influenza. And during those exercises, all the project areas tracked their vaccine doses administered, and they collected and aggregated the minimum data elements and transmitted that information weekly to CDC.

Last year, the CRA system was actually stood up to track and monitor H1N1 doses administered for the initial weeks of the H1N1 vaccine program. [**Slide 5**] And again, more background for those who are not aware: we have three different options for reporting aggregate information into the CRA. The first one listed is Option 1 which is why we're here today. That’s mostly for states that have their own immunization information systems (IIS), and they send an aggregate file. There's three different formats that we can accept, and that data comes up into the CRA database at CDC.

Option 2 is for people who may not have an IIS and they just directly enter the aggregate numbers into the CRA system. Option 3 is for those who want to track individual patient level data and use the CRA system for that, and then the data is then aggregated within the system and reported to CDC.

[**Slide 6**] Again, we did have the kickoff webinar last month, but here are some specifics about our exercise this year. It's a voluntary two week exercise, and again we thank everyone for being here today for participating. We're going to start on October 25 and November 9 will be the last date of collecting data.

Again we're doing this to hopefully continue and improve the testing of the CDC system, as well as the project area’s ability to collect, report, aggregate and analyze the doses administered data. We also want to keep current with you all and engage with you so that we know who the project areas and point of contact people are and also for the project areas, to be familiar with the system. This way, in the event of an actual event, you will be familiar and know at least who to call if you have any questions on how to use the system.

And we are using the 2010-2011 flu vaccine as a proxy for this preparedness exercise. This is what we've done in 2007 and 2008. [**Slide 7**] And just some further details on the actual exercise. Everyone should be reporting a minimum of two clinics per week for two consecutive weeks, making a total of four clinics. If you want more clinics you can; if you want to do your entire state, that’s perfectly fine.

The reporting should begin starting with Monday, October 25 and the final count should be reported to the CDC on Tuesday, November 9. The first date of actual reporting would be on Tuesday, November 2, so you would be collecting your data the week of October 25 and then reporting it by 11:59 PM, your local time on Tuesday, November 2, and the second report will be due on Tuesday, November 9. Okay. And we're using the time period as we have in the past again based on the MMWR reporting week, which is Sunday through Saturday. Okay. Again this is completely voluntary, so we'd have a shorter timeframe and smaller number of required clinics.

[**Slide 8**] Now we're going to go into the specifics for using Option 1 for DAX 2010. The first thing is we're going to use the primary code of 128 for the vaccine formulation. This code was used last year in the H1N1 event and it intended to indicate any formulation of the vaccine, so it doesn’t matter if it's intranasal or intramuscular, you're going to use 128. That's all we want you to report. If you have the other information and you want to use those codes, you're more than welcome to. But to make it easier on everybody, we just said use code 128 like you did last year.

And for those of you who've used Option 1 before, you should be familiar with this. For the first week of reporting, this really isn't important but the second week when you report, you'll have to do a full replacement of the data that you reported the previous week.

So when you report the second week, you're going to have your first week's account. And if they've changed at all, report that because whatever you report in the second week is going to replace what you reported the first week for that time period.

And the aggregate counts you replaced based on the match of the partner, the event, the start date, end date and the vaccine type. So we're going to show you an example on the next slide, so include that and I'll make it a little more clear to you.

[**Slide 9**] So in the column labeled, "Week 1 Report," that is an example of the data that you might send to the CDC on the week for the November 2 reporting period and you administered 100 doses that week. And the second week on the reporting day of the 9th, say you found out that you actually administered 105 doses that first week, you're not going to report five for Week 1. You're going to report the entire 105 doses to show the full count and it will be completely replaced.

And then of course, you will also report your dosage for Week 2, so the total dosage for the entire exercise would end up being 355. And again if you have any questions, feel free to ask the question period at the end of the presentation.

[**Slide 10**] Just some things to keep in mind as part of the process. In order to participate as an Option 1 project area, your local application, your own IIS system, whatever you have, should have the capability to collect the core data elements that are needed, and then aggregate and report that data from its own individual accounts.

The minimum data set - we'll get to more detail in a minute regarding where that is and how you can get that information - should be extracted and put into one of the three formats, either pipe-delimited, HL7 or XML. But again, that's in the data exchange document and we'll show you where to get that on the Website.

You will need to have CDC SDN digital certificates for any access to CRA, and again, if you have any provider supplied aggregate report forms, you might have some quality control concerns so just be aware of those.

[**Slide 11**] Because this is relatively easy, we're going to just show a screenshot. If you guys want us to actually do a live demo, we'll be more than happy to. Just let us know in the question and answer period. But the scenario for the training will be that your project area has collected data via your existing IIS and the aggregate counts are manually uploaded to CRA for the reporting period.

[**Slide 12**] These are the things that you would have to do to use Option 1. Okay. The first thing is to log in to CRA and select the options, upload the data file to CRA. Then you'll look on the screen to see if there are any errors and warnings and go back in your data and correct those. You can go back and search your upload status within the CRA system to ensure that your data was successfully received by CDC or if you need to resend it.

We have some project areas that use PHINMS instead of actually logging into CRA. So if your upload process is more automated, these steps don't apply to you. If you need more information about that - if you aren't using PHINMS currently and you would like to use PHINMS instead - please be sure and contact your CRA point of contact and they'll be more than happy to get you in touch with the right people to get that implemented.

[**Slide 13**] Now we're going to have screen shots. So the first part of the screen at the very top is when you first log into CRA and you pick the Upload Option. This is the screen that you will see. So you click where it says, "Browse," and the file that you want to send should be connected to this computer somehow. Select that file and then click Upload. We'll show you all how this actually works, but the screen shot at the bottom will be the screen you will go to look and see what the status is of your upload and on this one, at the bottom half of the screen, you can see there's a field that says, "Upload Status Completed," and so all your data has been sent. And at the very bottom, there is a warning that one of the group codes is missing in the data that was sent. So I think a warning means that we accepted your data. You don't need to correct it but you might want to.

[**Slide 14**] This slide is again, if you have provider supplied aggregate reports, we're going to skip this slide for now. If anyone has any questions on that we'll come back to it.

[**Slide 15**] So in order to access CRA, you need to do some things ahead of time to make sure everything is ready. You need to get a new digital certificate if yours is going to expire in the next couple of months. The certificates expire every year, so depending on when you renewed yours last is when it will expire.

You can contact the PHIN Help Desk - we'll give you that information on a slide later - and they can tell you how to tell when your certificate is going to expire. You wouldn't it to expire in the middle of the exercise because as soon as your certificate expires, you can't access CRA anymore.

And then the event code that everyone is going to use for this exercise is 2010 Vaccine Doses Administered Exercise Lite, if you have any set up tasks. If there's someone else you want to set up that could also upload files, you would need to go in and set them up for this event and give them the access to do that.

So to log into CRA you go to the following web links, which is the main CDC's SDN link. It's http://sdn.cdc.gov and then it will ask you for your challenge phrase for your certificate. And once you give the challenge phrase, then it will show you the homepage. And over on the left-hand side, you should see the activity that says, "CRA application," and you select that and that will bring you into the CRA application.

[**Slide 16**] In addition to getting your certificate which is listed further down here, there are some other steps that you might want to perform prior to the exercise. The first thing we highly recommend is that you access our demonstration site, and the URL is at the top of the page here. Again all these slides will be available on our Internet within the next week or so, but if you want to try something ahead of time and didn't get this information written down, please contact your CRA point of contact and they'll be happy to give you the information.

You can actually use the demonstration site. We have the event set up for you there and you can go and send a file. You can make up numbers, just to make sure that the process works and you have everything you need and understand how to do that.

If you don't want to use a demonstration site, you could just send your files to CRAHelp@.gov and your CRA point of contact will put you through the process and make sure there aren't any issues with it. And that would check the syntax and the layout of your file and make sure you have all the required elements and so forth. But again if you use the demonstration site, it will tell you that interactively on the screen, so you'll know a lot sooner if you use the demonstration site.

Perform any set up tasks that you to, such as ensuring you can access CRA with your certificate. And if you have any additional public health administrators, that's what PHA stands for, that might be sending this file instead of you, you can go ahead and get them set up in advance while on the production site. You'd want to do that on the production site, not on the demonstration site. If you do it on the demonstration site it won't help us at all when we go do the exercise, so be sure you're using the right one for each things.

Again the SDN digital certificate: if you do set someone else up to give them access, they will also need an SDN certificate, so you'll need to get that process started as well. And again, if you have any provider supplied aggregate report forms, you need to develop your quality control mechanisms for those.

[**Slide 17**] Here are the contact information again. And if you were here on the kickoff, this has not changed. So everyone is still here that was there before, and of course you also have your own CRA point of contact people.

Barb Nichols is the project lead for our overall program, which is called Countermeasure Tracking Systems (CTS). I'm the task lead for the DAX 2010. Guy Faler is the Development Project Manager. Howard Hill is our colleague with the Immunization Services Division who are our partners in this exercise and Sarah Waite is the lead outreach liaison for CRA.

[**Slide 18**] As I mentioned before, these are the different documents that you will probably want to download and use. What we did this year was split out the specification document, so that each time we have a new exercise we don’t have to republish the whole document.

The document listed second is the actual specifics for each exercise, but the first one is the overall specification. So you will actually need both of those documents to prepare your files for Option 1. And as always, our great folks have come up with a great checklist for you guys to download to make sure you're getting all those steps done prior to the exercise.

[**Slide 19**] Upcoming events as I mentioned at the beginning of the call: next week we're having the webinar and training for the Option 2 and 3 participants. We're going to have another webinar on October 13, just a brief overview and a refresher, mostly a question and answer session for anything last minute that comes up or any questions that you might have. Of course if you have any questions prior to that, be sure to contact your point of contact. That’s what they’re here for.

Our exercise actually begins on October 25, and if we feel that as a result of the October 13 webinar that we need anymore webinars, for example, we might have one in the middle of the exercise, if people feel the need for that. So we've put that in there as the place holder in case we need to have another one.

[**Slide 20**] And so before we open it up to questions, I'm going to go ahead and ask Ulrica Andujar to actually demo the system and show how to actually do the uploads with Option 1.

Ulrica Andujar: Okay thanks Michele. I'm going to go ahead and switch over to the CRA. And as Michele mentioned, I just wanted to just echo the fact that for uploading, it's very simple to upload your files and submit your counts as an Option 1 project area, so this will go pretty quick.

So I've come to the signing page and I'm going to log in as a Public Health Administrator. Now also something that Michele mentioned, when you log in through the production site, you will not see that log in page because you would enter your SDN challenge phrase, but for this training we'll just have that page there.

So I've logged on and now I'm on the CRA landing page, and you'll see on the very top that it has the name that I've logged in as and my role. So I'm a Public Health Administrator and I happen to be a Public Health Administrator with the State of Georgia. So to upload my account for the event, I will go to Data Collection and upload Aggregate File. And here is the screen that you saw on the screenshot before. So here is where I would just browse for my files that I have already created or that I've generated out of my IIS system and upload it into CRA. So let's not share them right now.

Okay. So I'm looking for my file and I don't have it there, but let's see. What I can do as a very quick turnaround here, I'll search for an existing file and then I can also open the file and just show you what it looks like, and I can change my reporting date. So I'm going to search for any previous files that I've uploaded, and as you'll see here so I have a couple of uploads and I'll look for my I.D. and for an existing one for the week ending August 22. It was a successful upload. And actually what I can do if we want to just cut to the questions, and I'll go ahead and get that file up and then we can circle back around and do it again because I thought I had it on there but that's a simple fix.

Michele Renshaw: Okay. So let's go ahead and open it up for questions, please.

Coordinator: Thank you. At this time we will begin the question and answer session. If you would like to ask a question, you may press star 1 on your touchtone phone. You will be prompted to record your name. To withdraw your question you may press star 2.

Again if you would like to ask a question, please press star 1. And our first question is from Laura Ann Nicolai. Your line is open.

Laura Ann Nicolai: Hi good afternoon. I'm with Virginia and I have just a couple of real quick questions. One, I know last year during H1N1, you all sent us a weekly email reminder. Will you all be doing that again on Tuesdays just as a reminder to transmit?

Michele Renshaw: Sure we can do that. That won't be any problem.

Laura Ann Nicolai: Okay great. Tt's a minor detail but I thought it was very helpful.

Michele Renshaw: Okay.

Laura Ann Nicolai: And then last year so, you know, we transmitted information and that has been entered into our immunization registry, but we did have a small number of providers who for one reason or another, stated that they cannot use our state immunization registry, so they submitted paper based forms of aggregate counts to us and then by fax. And then the XML file was added before we transmitted or before it was uploaded to CRA to account for those extra counts. So we ran the report out of our registry that was able to tell us how many doses were administered for the reporting period and then added in those numbers that were coming in from a few paper based reports.

I was just curious. Would it be possible at all if a provider who, for whatever reason -- this is really theoretical -- but if a provider couldn't use our state registry but could access CRA, do they enter the information as an Option 3 report into CRA so that the patient level data was being captured in some type of collection system, and then we could still report as an Option 1 user for those providers using our state registry.

I mean, could we transmit from both places within CRA and those numbers be aggregated to do a total count for Virginia? Or if that's not possible, I guess my other thought was that well, could providers utilize CRA for patient level data entry and then we just not transmit those specific patient level data out of CRA, but again just have to add in those numbers back into our XML file before transmitting.

Does that make sense? Do you know what I mean? I'm just trying to think if we definitely wanted some mechanism in place for patient level data to be corrected and recorded, even if it was not being transmitted to CDC.

Michele Renshaw: Okay. I'm going to let Guy answer that question.

Guy Faler: Yeah, hi Laura Ann and this is Guy Faler.

Laura Ann Nicolai: Hi.

Guy Faler: See I'm not sure that there's a technical reason why that could not work. But we would like to discuss this more with you a little bit offline and make sure we fully understand what you're trying to do.

Laura Ann Nicolai: Okay.

Guy Faler: So can we go ahead and set something like that up?

Laura Ann Nicolai: Yeah, that would be fine.

Guy Faler: Okay.

Laura Ann Nicolai: If you want I can call our email tomorrow to set up a time. And it's sort of theoretic. It's not anything that we need, you know, but I'm just sort of thinking about scenarios that might be, you know, helpful to know what we could expect if other functionality is possible.

Guy Faler: Right okay.

Laura Ann Nicolai: Thanks.

Michele Renshaw: We have a question that was sent in through the live meeting. The question is from Alex Ternier. "Vax Code 128 is an H1N1 code. Since we will not have H1N1 this year, we do not expect you to use this code but only the seasonal codes. Can we report aggregate space on the seasonal codes to CRA?" And I did say, "Yes you can use the codes that have been used in the past. We were just trying to make things easier for everyone."

In fact this year's flu vaccine is going to include H1N1. I know the name states that 128 is just for H1N1, so we debated that one in planning this exercise. We decided that because 128 was an aggregate code that was used in the past, it would be easier if people wanted to use that again because they had used it last year. So we were just trying to make it easier on you but of course, if you want to send the individual codes, that is perfectly fine.

Okay. Ulrica Andujar is going to go back and show the demo part that didn't work before or we didn't have ready, so and show how to actually browse through a file and send it with Option 1.

Ulrica Andujar: Thanks Michele and I apologize for that everyone. So let me go ahead and go back to share my screen. And so here is a pipe-delimited file that has been generated for the week of September the 12th through September the 18th. And as Michele just mentioned again, the previous codes that were used for seasonal flu can be used as well. But 128, which was the generic vaccine code that was used for H1N1 is also available for use and that's just going along with the idea that with the response last year, that it's making it easier for project areas to just lump all of those together and submitting their report.

So this particular file is using 128 but again you can use those other codes as well, and they are listed out in the data values and validation document. And so here I have my partner codes, which was mentioned on one of the previous slides, the event abbreviation which is DAX2010, the started end date, again one of those areas that need to match my vaccine type codes and then this is my total count. So again we have sample messages in the data exchange specifications, which shows how these messages should be put together.

So again in this case, this is pipe but there's also an example of an XML file as well. And then I have my codes -- General Population, Tier 1, 2, 3 and 5. So I'm going to go ahead and close that and then I'm going to bring the system back up, and I'm going to log back in again as a Public Health Administrator and then I'm going to upload that same file that I just displayed.

So again I'll go to data collection, upload aggregate file and now I'm going to browse for my file. Have it saved to my desktop. I'll select upload. And then you'll see, I have a confirmation message that says that the system has received the file. It also says, “Check the status of your upload to confirm processing,” and then also confirms that you'll receive an email.

So at the same time, you'll notice here I have an upload I.D. I can check the status from here immediately or just wait to get my email but in any case, that’s happened simultaneously. So the individual logged in - Sally Samson - would receive an email about the status of her upload file. So just to make things easy, I'm going to click the, “View Upload Status,” and then you'll see the details of this particular file. So I'll just immediately point here to the bottom. My aggregate counts were successfully received and it did not fail.

As Michele mentioned earlier as well, the system does provide details about your file. So if you have a warning error as she mentioned, that’s not critical or fatal so that your file will not be successfully uploaded, but it is an area that you could make changes to if you wanted to. But since there were no counts for General Population Tier 4, it was fine so leave them out as long as it wasn’t included in your total.

Another type of error would be a fatal error I believe, and those would not allow your files to be uploaded. And so again this is a record which is those matching categories that were mentioned in the slide before -- partner, event, starting/end date and your totals -- are listed there as well. And I also could search on this aggregate upload status as well. That idea, I believe it was 10:38 but I can also select by a range as well, so...My upload date range was today, but you do have a lot of selection criteria that you could go with.

So the one that I just submitted is here – 1038 - and I can check the status that way as well. So again, and also Michele mentioned the PHINMS users would not have to log in to CRA to do this but if - you would be able to check through the CRA system on your file as well on those uploads that you sent via PHINMS. And that’s really it -- very simple.

Like I said for uploading your file into CRA, if you have any other questions definitely let us know and we can work with you like Michele mentioned. The documents are available on the web page and they’re in the point of contact and all that, so with that I'm going to log out and I will turn it back to the presentation.

Michele Renshaw: And again we're open for questions.

Coordinator: Thank you. We do have a question from Zina Kleyman. Your line is open.

Zina Kleyman: Hello. I have a question because I see that all you need as the breakdown is by population categories. In our case, because we're using a beta that is entered into the registry, most likely we will not have anything in Category 2, which is General Population Tier 2 because we're not identifying those individuals - I don't know if that’s okay or not. And then you will need to break down by those numbers, right? Because I don't see it in the record.

Ulrica Andujar: No, those numbers were not included for this exercise. The exercise was closely mirrored to 2008, and in DAX 2008 those numbers were not collected, so that's why it wasn't showing there.

Michele Renshaw: Okay. But these tiers are from the ACIP assigned general population groups?

Zina Kleyman: Right.

Michele Renshaw: So you're saying you will just have everybody report it as a Group 1 or...

Zina Kleyman: No we will break down by each. Like six to 35 months and so forth. But Category 2 defines the household who has less than six months old and who are at the higher risk.

Michele Renshaw: Okay that's fine. You will probably get a warning just like the examples did because it didn't have anything in Tier 4. So you might get a warning so just be aware of that. If you specify the tier in the file but just put a zero value, then you won't get the warning.

Zina Kleyman: Okay that's good to know. Thank you.

Coordinator: Again if you would like to ask a question please press star 1. The next question is from MacArthur Lewis. Your line is open.

MacArthur Lewis: I'm unable to get connected to WebEx. Is it possible that you guys can give me the URL where all the slides will be posted?

Michele Renshaw: Yes. They'll be on the main CRA site. Leslie, do you know that off the top of your head?

Leslie Lee: Yes. The site is going to be www.cdc.gov/phin/cra. And when you get there, there will be a tab that you can click for Pandemic Influenza Activities and then a link to the DAX 2010 exercise will be listed there.

MacArthur Lewis: Thank you very much.

Coordinator: At this time we have no further questions.

Michele Renshaw: Okay thank you. Okay well thank you everyone. We are wrapping up a little bit earlier. I'm sure you all are happy about that. And again I want thank everyone for your participation and your interest in supporting CRA, and I'm looking forward to us all having a successful exercise. And again any questions in the interim, be sure to contact your point of contact and you'll be hearing from us because there will be a lot more information. Again, if we can go back to the action step slide just real quick. Okay. So the takeaways for everyone, for Option 1 you should test out your options either by sending a test file to us or going to the demonstration site and doing it yourself. Be sure your SDN certificates are going to be active for the exercise. Get a renewal if you need one now. If you have any other people that are going to need to access CRA in order to send their data, you can go ahead and get them set up now and have them apply for a digital certificate.

And again if you have any provider supplied aggregate forms which Laura Ann had asked about, you'll need to work out how to do that. If we get any information on her questions, we'll send the technical solution or proposed solutions out to everyone. Well, I don't want it to be sent out to everyone because that may be a little bit of overkill.

But if you have any interest in that, please let your point of contact know and they will still report that information on to you. We will probably also post it on the Internet, so you can go and look at the solution we come up with. But for a two week exercise, it will probably be more work on everyone's part to try to incorporate those, but that's up to you all how you want to do it. And I think that's pretty much all we have for today.

Oh, another thing I just wanted to mention. If you are a PHINMS user, you might want to check your digital certificate on your PHINMS server too to make sure that it's up to date. Those require digital certificates as well. Okay. Thanks again everyone for your time.

Coordinator: Thank you for your participation. Today's conference has concluded. You may disconnect at this time.

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